

**SUMMARY OF THE
FIELD MEASUREMENTS *AD HOC* COMMITTEE AND FIELD ACTIVITIES COMMITTEE
JOINT MEETING
FEBRUARY 25, 2000**

The Field Measurements *ad hoc* and Field Activities Committees of the National Environmental Laboratory Accreditation Conference (NELAC) met jointly by teleconference on Friday, February 25, 2000, from 1 to 3 p.m. Eastern Standard Time (EST). The meeting was led by the Field Measurements Adhoc Committee chair, Dr. Barton Simmons of the California Environmental Protection Agency (CA/EPA). A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of this joint meeting was to continue discussions of business items that are of interest to the two committees and pass information and recommendations from the ad hoc committee to the new Field Activities standing committee.*

INTRODUCTIONS

Dr. Simmons opened the meeting at 1 p.m. He explained that the NELAC chair had asked that the committees meet together twice to effect a smooth transition and this would be the last joint meeting. He also explained that Mr. Burrows would be resigning from the committee so that Mr. Law of Severn Trent Laboratories could serve on the committee. With only four committee members representing contributors, it was noted that the committee should review the by-laws and constitution to determine the process for selecting another contributor committee member. Dan Bivins and Dr. Simmons will handle this review. Dan Bivins, as the new chair of the Field Activities Committee, would make a recommendation for a contributor member. It was also noted that Dr. Bart Simmons would be stepping down as chair of the Adhoc Field Measurements Committee and was thanked by all for his service to the committee. Dr. Simmons reviewed the actions taken during the January 2000 meeting of the joint committee meeting.

DISCUSSION TOPICS

Committee Transition

The *ad hoc* and standing field committees are meeting jointly today for the last time. The goals include preparing an updated directory of Field Activities committee members, discuss recommendations and continue the process of preparing standards for field activities, and respond to comments received from those inside and outside NELAC. At present, all committee members appointed by the NELAC board have terms that expire in 2005. It was suggested that staggered terms be instituted to provide overlap and continuity. Mr. Darley and Ms. Crumbling each said they would be willing to serve 2 or 3 years. Each Field Activities committee member should think about terms of service. Dr. Simmons said that he could serve the full 5 years. The preference for service would be that 2 people would be rotating every year.

Measurement of Source Emissions (MSE) Subcommittee

The Field Measurements *ad hoc* Committee recommended that a subcommittee on measurement of source emissions be established to assist the Field Activities Committee. Dan Bivins, as chair of

the subcommittee, sent his recommendations for subcommittee members prior to the meeting. Jeanne Hankins was consulted concerning the formation and selection of subcommittee members. Ms. Hankins said that there were no formal NELAC standards governing the formation of subcommittees and that it was at the discretion of the standing committee as to the formation of such subcommittees. The standing committee members thought that the subcommittee represented the affected parties well. Mr. Bivins held a teleconference with the subcommittee on February 18, 2000. The subcommittee is made up of two government members and four contributor members. It was suggested by Dr. Simmons that a written charge of the subcommittee be submitted to the standing committee and subcommittee. It was also suggested by Dr. Simmons that a guidance document and checklists could be developed to help applicants for MSE better understand the applicable requirements of the standards and to help cut down on costs. It was suggested that FAQ's from the Membership and Outreach Committee be distributed at the upcoming Engineering Foundation Meeting where Mr. Bivins will be speaking about the subcommittee's activities.

General Sampling Standard

Dr. Simmons said that he had received some comments prior to the meeting and some comments were given to him during the meeting. Dr. Simmons said he would get on the agenda for the next teleconference meeting with the Board of Directors to discuss his use of the new ISO 17025 standard for development of the general sampling standard and to discuss the issue of applicability of field sampling standards applying only to laboratories who are responsible for gathering field samples and not to firms which are not classified as laboratories. The ISO guides are rather general and are not matrix-specific. Mr. Bivins said that he would also get on the Board of Directors agenda to discuss issues and strategies for this standard as well as any appendices to the same.

NEXT MEETING

The next meeting of the committee by teleconference is scheduled for Thursday, March 16, 2000, from 1 to 3 p.m. EST. The call-in number and agenda will be sent to committee members.

ACTION ITEMS
FIELD MEASUREMENTS AND FIELD ACTIVITIES COMMITTEES JOINT MEETING
FEBRUARY 25, 2000

Item No.	Action	Date to be Completed
1.	Review Constitution and By-Laws on replacement of committee members (Dan Bivins)	March 16
2.	Recommend member to fill vacancy (Dan Bivins)	By March 16
3.	Complete changes to directory and distribute (Bart Simmons); send directory to NELAC (Dan Bivins)	By March 16
4.	Submit preferences for term of committee appointment to Dan Bivins (all)	By March 16
5.	Draft Guidance Document and checklists for Measurement of Source Emissions (Sub-committee)	TBD
6.	Get on NELAC Board agenda to discuss MSE and General Sampling Standard (Bivins, Simmons)	By March 16
7.	Revise General Field Sampling Standard (Bart Simmons)	By March 16
8.	Check on potential application of field standard to ambient air and indoor air programs (Simmons)	By March 16
9.	Complete revisions of MSE standards/appendix and distribute to committee for review (Bivins, Hosenfeld)	Early March

PARTICIPANTS
FIELD MEASUREMENTS AND FIELD ACTIVITIES JOINT COMMITTEE MEETING
FEBRUARY 25, 2000

Name	Affiliation	Address
Simmons, Barton (Chair, Field Measurements Committee)	CA EPA	T: (510) 540 - 3003 F: (510) 540 - 2305 E: bsimmons@dtsc.ca.gov
Allen, Ann Marie	MA Dept. of Env. Prot.	T: (978) 682 - 5237 F: (978) 688 - 0352 E: ann.marie.allen@state.ma.us
Burrows, Don	Radian International	T: (512) 310 - 5258 F: (512) 244 - 0160 E: don_burrows@radian.com
Bivins, Daniel	USEPA/OAR	T: (919) 541 - 5244 F: (919) 541 - 1039 E: bivins.dan@epamail.epa.gov
Coats, Kevin (absent)	U.S. Army Corps of Engineers	T: (402) 697 - 2563 F: (402) 697 - 2595 E: kevin.h.coats@usace.army.mil
Cosgrove, Bill (absent)	USEPA/Region 4	T: (706) 355 - 8616 F: (706) 355 - 8744 E: cosgrove.bill@epamail.epa.gov
Crumbling, Deana	USEPA/Tech. Innovation Office	T: (703) 603 - 0643 F: (703) 603 - 9135 E: crumbling.deana@epa.gov
Darley, Robert	US Navy	T: (843) 764 - 7337 F: (843) 764 - 7360 E: darleyre@navsea.navy.mil
Dunn, Rick	Hach Company	T: (970) 669 - 3050 F: (970) 669 - 2932 E: rdunn@hach.com
Fisk, Joan (absent)	USEPA/OSWER	T: (703) 603 - 8791 F: (703) 603 - 9104 E: fisk.joan@epamail.epa.gov
Glowacki, Cliff (absent)	CERP - AIGER	T: (916) 643 - 0447 F: (916) 643 - 0190 E: cglowacki@cerp.aiger.org
Hosenfeld, John	Midwest Research Institute	T: (816) 753 - 7600 F: (816) 531 - 0315 E: jhosenfeld@mrresearch.org
Jackson, Ken (Liaison to committee from NELAC Board of Directors)	New York State Dept. of Health	T: (518) 485 - 5570 F: (518) 485 - 5568 E: jackson@wadsworth.org
Keith, Larry	WPI	T: (540) 557 - 6095 F: (540) 557 - 6043 E: larry_keith@wpi.org
Law, Peter	Severn Trent Laboratories	T: (413) 572 - 4000 ext. 101 F: (413) 572 - 3707 E: plaw@stl-inc.com

PARTICIPANTS (CONTINUED)
FIELD MEASUREMENTS AND FIELD ACTIVITIES JOINT COMMITTEE MEETING
JANUARY 13, 2000

Moore, Marlene (absent)	Advanced Systems, Inc.	T: (302) 834 - 9796 F: (302) 995 - 1086 E: mmoore@advancedsys.com
Nimmo, Wynand (absent)	AZ Dept Health Svcs	T: (602) 255 - 3454 F: (602) 255 - 3462 E: wnimmo@hs.state.az.us
Petullo, Colleen (absent)	USEPA/OAR	T: (702) 798 - 2446 F: (702) 798 - 2465 E: petullo.colleen@epa.gov
Santini, Ronald (absent)	Duke Power Company	T: (704) 875-5229 F: (704) 875-5032 E: rasantin@duke-energy.com
Tintle, Andrew	FL Dept. of Environmental Protection	T: (850) 921 - 9733 F: (850) 922 - 4614 E: Tintle_A@DEP.state.FL.US
Visneski, Michael (absent)	Eastman Chemical Company	T: (423) 224 - 0983 F: (423) 224 - 0199 E: visneski@eastman.com
Eaton, W. Cary (Contractor Support)	Research Triangle Institute	T: (919) 541-6720 F: (919) 541-7215 E: wce@rti.org